

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**July 2, 2008**

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<b>TITLE:</b>	Trauma System Manager
<b>POSITION NO:</b>	02004
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$39,138 - \$48,922 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 24, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Resume required at time of application.

**TYPICAL DUTIES:** This position is responsible for developing and administering statewide and local health programs, including individualized program planning, management, and evaluation, and for coordinating outreach, training, and related functions in support of ongoing program operations and activities. Specific duties include developing program models and strategic plans; coordinating statewide planning groups, needs assessments, and consensus processes to ensure ongoing community involvement and cooperation in program delivery; developing and managing health surveillance and data collection systems to track, analyze, and integrating health-related data into ongoing education, promotion, disease prevention, and quality improvement programs; and planning and coordinating local/regional/statewide conferences and presentations to provide education, outreach, and networking opportunities to clients, contractors, community members, and others. This position supervises one staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of principles and practices of public health education and disease prevention, especially related to trauma system development; grant, contract, and budget

administration; program planning and development; outreach, training, and program support; youth, adult, and community education principles; business, technical, and media communications; and personnel management practices and techniques.

Skills: Skill in developing program plans in response to state trauma system needs; developing and delivering public presentations and outreach materials; analyzing, interpreting, and applying regulatory and contract requirements to unique situations; and excellent oral and written communication.

Abilities: Ability to coordinate with program managers, community representatives, and advisory committees to develop strategic plans and partnerships and allocate/adjust resources as necessary to fulfill program plans and objectives.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in education, health/behavioral/social sciences, or communications-related field **AND** three years of trauma-related patient care and/or trauma system development experience.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits

including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Trauma System Manager

Position: #02004

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position requires a broad knowledge of Trauma System principles and models and the ability to present this information to various providers and stakeholders. Please describe your background, knowledge and experience with Trauma System development. Include a description of the various trauma system committees, audiences or forums you have participated in.
2. Rural hospitals face many challenges to the delivery of trauma patient care. If this position were to provide a technical assessment of a local hospital's trauma system, describe what areas you would assess and evaluate. Describe the outcomes you seek to achieve with such a consultation visit.